

Toronto Metropolitan University

Engineering Competition Fall 2024

Communications Rulebook

## 1.1. Goal

The goal of this competition is to describe an engineering topic (i.e. process, product, device, issue) in terms that the general public can understand.

## 1.2. Team Composition

The Communications Design team will be comprised of a maximum of two (2) competitors. Should the presenting team be a subset of a project team, the remaining members of the project team must sign a letter authorizing presentation of the project in order for it to be eligible for the competition. This letter must be submitted with the competition abstract if applicable.

## 1.3. Topic Eligibility

The topic should fulfill the following criteria:

* The topic must be technical in nature
* The presentation will assess social, environmental, political, and economic impacts of the topic

## 1.4. Language

The presentation and abstract can be done in either English or French. The presentations and abstract must be consistent in language.

## 1.5. Resources

 1.5.1. Facilities Required

 One (1) amphitheater for presentations

 1.5.2. Personnel Required

 *1.5.2.1. Judges*

A minimum of three (3) judges (and in any excess, an odd number of judges) are required to assess the communication skills of the competitors. Judges in this category should have some experience with communications and public speaking. Judges are not required to have any technical engineering experience.

 *1.5.2.2. Competition Leads*

 The Competition Leads are responsible for the implementation of the Engineering Communication competition. The Competition Leads must be present at all of the presentations and be available to competitors and judges at any time for questions and requests.

 *1.5.2.3. Official Timekeeper*

 The Official Timekeeper is responsible for enforcing time limits during the presentations. This role can be run jointly with the Competition Leads.

1.5.3. Equipment Provided By MEC

 The following equipment will be made available to all competitors during the competition time period:

* One (1) digital projector
* One (1) table
* Blackboard(s) or whiteboard(s)

1.5.4. Allowed External Resources

 Competitors are required to bring any presentation materials which they will use, including pictures or diagrams and models or prototypes

 *1.5.4.1. Resource Request*

 Prior to the competition, the team may submit a resource request. The purpose of this request is if teams require resources outside of those listed in Section 1.5.3 (Equipment Provided by MEC). The Competition Lead will review the requests and determine if the request is viable. Team will be informed early in the week before the competition is their request can be accommodated. This request will follow conventional formatting characteristics (12-point front, 1.5 line spacing, 1” paper margins) and is limited to one (1) page. The request must include, but is not limited to:

* Team Name
* Team Members
* Reason for required resource

## 1.6. Procedure / Timeline

 1.6.1. Pre-Competition

| 24 hours prior to MEC | **Presentation Abstract** * 200 word abstract, detailed in Section 1.6.5. (Deliverables)

**Layout and Specific Needs** *Competitors must convey the following information to the Competition Leads:* * Any specific needs (layout, electrical, power supply, etc.) must be specified via Resource Request, detailed in Section 1.5.4. (Allowed External Resources)

**Presentation Slides** * Each team must submit a soft copy of their presentation slides to the Competition Leads, detailed in Section 1.6.5. (Deliverables)
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1.6.2. Competition

 *1.6.2.1. Presentation Period*

 Competitors have twenty (20) minutes to present the topic in detail, explained in terms that the public can understand. They must present the environmental, social, economic and political impacts, and whether these impacts are positive or negative. Competitors must give a critical discussion of the technology and associated issues.

 *1.6.2.2. Question Period*

 The judges then have a maximum of ten (10) minutes to ask questions. If time permits, the audience may also be allowed to ask questions.

 1.6.3. Timekeeping

 The following rules will be adhered to with respect to timekeeping.

* The time must be stopped when a judge asks questions during the presentation period
* The time must be stopped while a team member responds to a question asked by a judge during the presentation period
* The remaining time must be indicated to the competitor(s): twenty (20) minutes, ten (10) minutes, five (5) minutes, and one (1) minute before the end of the presentation
* A visual countdown must be given during the last thirty (30) seconds of the presentation
* Teams will be penalized five (5) points/minute for under-use of time greater than three (3) minutes
* Teams whose presentation exceed thirty (30) minutes in length will be given a fifteen (15) second grace period to finish their presentation. If their presentation is not completed after the fifteen (15) second grace period, the presentation will be terminated by the Competition Leads
* The timing of the question period after the presentation shall be for information purposes only

 1.6.4. Presentation Order

* The order of the presentations shall be determined randomly
* Presentation order shall be announced thirty (30) minutes before the presentations commence. All teams are required to be present at this announcement
* Teams are not allowed to switch places in the presentation order

 1.6.5. Deliverables

 *1.6.5.1. Presentation Abstract*

Prior to the competition, the team must submit a presentation abstract. The purpose of this abstract is for the judges and organizers to be prepared. The abstract must be a maximum of two hundred (200) words describing the presentation topic. It must also state the competitor’s name(s), and Team Name.

 *1.6.5.2. Presentation Slides*

Competitors must supply a soft copy of their presentation to the Competition Director at least seven (7) days prior to the day of the competition. The Competition Leads may assign the due date at their discretion to allow time for testing the presentation and printing hardcopies. These slides will be used to aid the judges in keeping notes and providing feedback when necessary and desired.

## 1.7. Assessment and Judging

* Judges should have experience in communications
* Judges do not require any technical knowledge on the topics being presented
* The panel must have an odd number of judges with a minimum of three (3) judges
* The assessment shall be carried out in the audience's presence
* Feedback forms shall be provided to each team following the announcement of winners but prior to the end of MEC

 1.7.1. Judging Matrix

| **Introduction to Topic** | * Topic and Background Clearly Presented
* Appropriate Level of Language
* Interest Elicited by Topic
* Accuracy of Explanation
 | /25 |
| --- | --- | --- |
| **Critical Analysis** | * Environmental, Social and Economic Analysis
* Quality of Arguments
 | /30 |
| **Presentation** | * Voice
* Articulation and Timing
* Visual Aids
* Response to Questions
 | /40 |
| **Written Abstract** |  | /5 |
| **Penalties** | * Plagiarism
* Insufficient Citation
* Documents Received After Deadline
* Absent Team Member
* Verbal Disclosure of School During Presentation
* Disclosure of School in Presentation Files/Documents
* Disclosure of School by Supporting Audience Members
 | -50-50-50-25-10-10-10 |
| **Total** |  | **/100** |

 1.7.2. Penalties

* For each grammar or spelling mistake in the abstract, one (1) point deduction
* For every third grammar or spelling mistake in the presentation (e.g. one (1) grammar mistake and two (2) spelling mistakes), one (1) point deduction
* For each day of late submission for the abstract, five (5) points deduction
* For presentations less than twenty (20) minutes, five (5) points/minute deduction for every minute under twenty (20) minutes (e.g. a twenty-five (25) minute presentation will result in a deduction of ten (25) points)